

FIG. 1

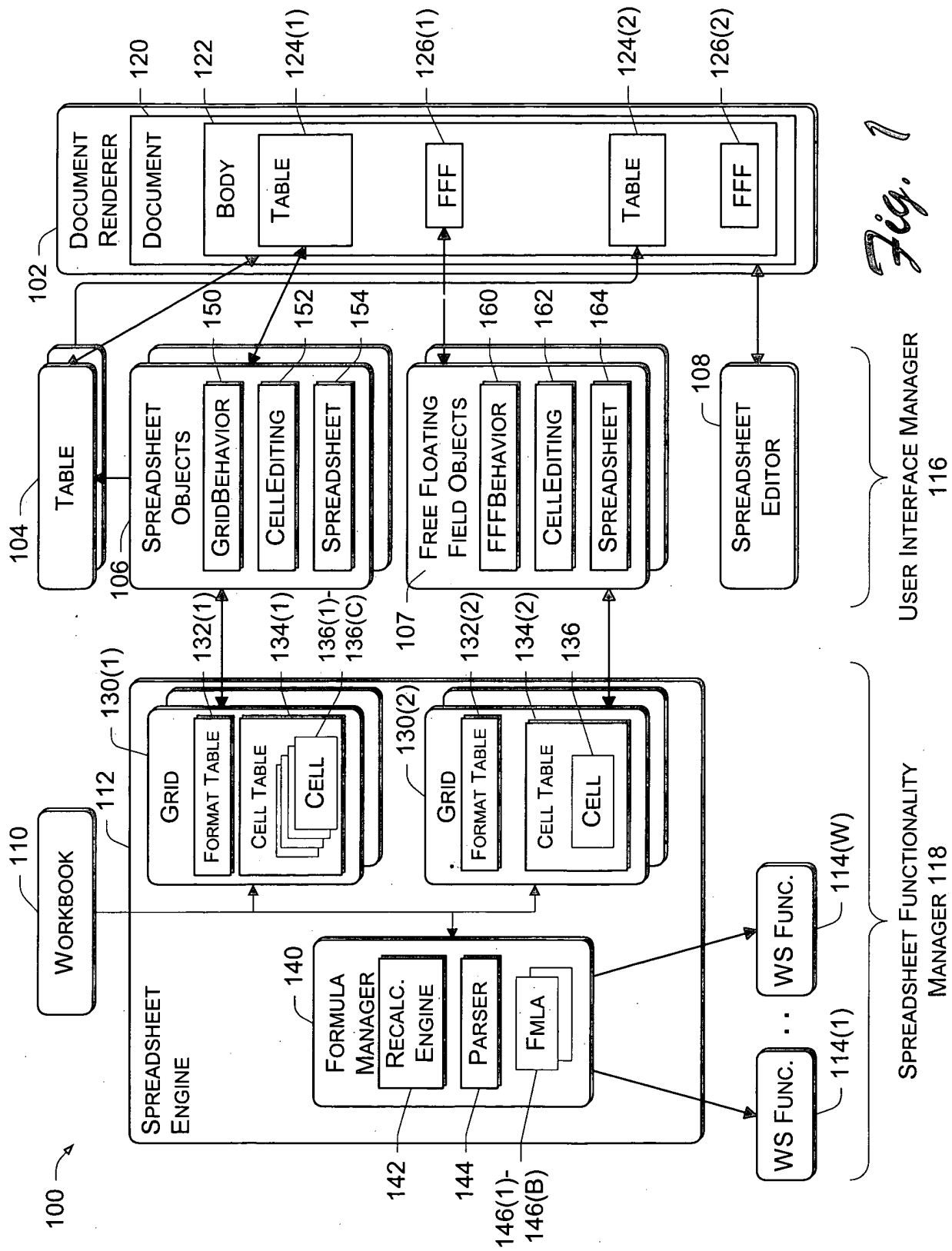
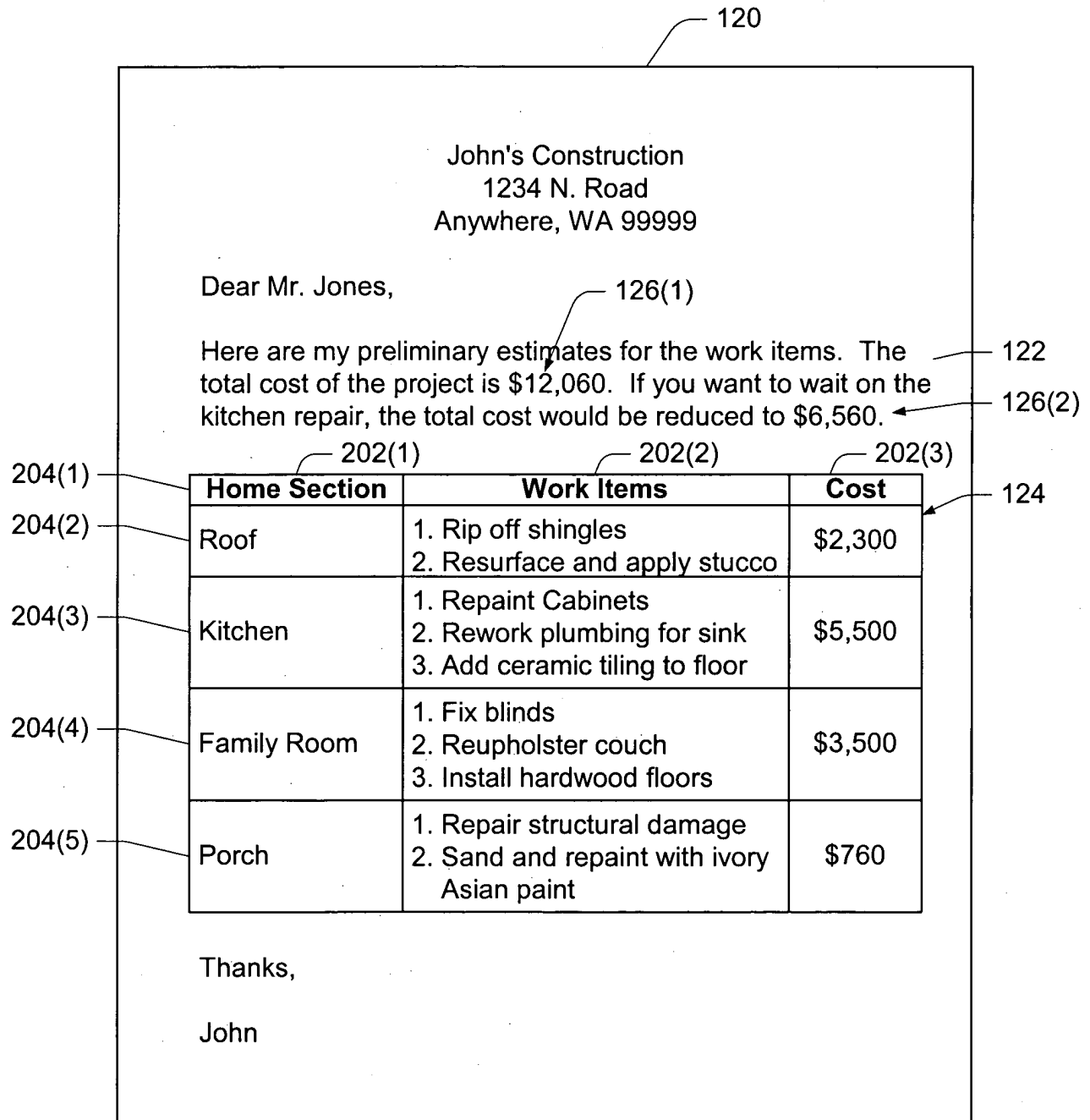


Fig. 1



*Fig. 2*

120

John's Construction  
1234 N. Road  
Anywhere, WA 99999

Dear Mr. Jones,

Here are my preliminary estimates for the work items. The total cost of the project is  $\text{=SUM(Table1!C2:C5)}$  126(1) bit on the kitchen repair, the total cost would be reduced to  $\text{=FFF1-Table1!C3}$  126(2)

	302(1) A	302(2) B	302(3) C	124 306
304(1) 1	Home Section	Work Items	Cost	
304(2) 2	Roof	1. Rip off shingles 2. Resurface and apply stucco	\$2,300	
304(3) 3	Kitchen	1. Repaint Cabinets 2. Rework plumbing for sink 3. Add ceramic tiling to floor	\$5,500	
304(4) 4	Family Room	1. Fix blinds 2. Reupholster couch 3. Install hardwood floors	\$3,500	
304(5) 5	Porch	1. Repair structural damage 2. Sand and repaint with ivory Asian paint	\$760	
304(6) 6	Total		$\text{=SUM($	310 312

308 Thanks,

John

Fig. 3

400

John's Construction  
1234 N. Road  
Anywhere, WA 99999

Dear Mr. Jones,

404

406

I'm pleased to offer you our **Formal Bid** for the repair work on your home. I greatly enjoyed meeting with you and evaluating your beautiful home. The details of the **=FFF1** are provided on the following pages. Please call me if you have any questions.

402

408

Best regards,

John

*Fig. 4*

John's Construction  
1234 N. Road  
Anywhere, WA 99999

Dear Mr. Jones,

Here are my preliminary estimates for the work items. Note that I substituted different paint for DuPont since it is out of stock.

	A	B	C
1	<b>Home Section</b>	<b>Work Items</b>	<b>Cost</b>
2	Roof	1. Rip off shingles 2. Resurface and apply stucco	\$2,300
3	Kitchen	Repaint Cabinets \$300 Plumb Sink \$1,500 Tile Floor \$3,700	=SUM(Table2!B1:Table2!B3)
4	Family Room	1. Fix blinds 2. Reupholster couch 3. Install hardwood floors	\$3,500
5	Porch	1. Repair structural damage 2. Sand and repaint with ivory Asian paint	\$760
6	<b>Total</b>		<b>\$12,060</b>

Thanks,

John

Fig. 5

600

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1234 N. Road  
Anywhere, WA 99999

Dear Mr. Jones,

Here are my preliminary estimates for the work items. The total cost is approximately  $\text{=Table1!B6+Table2!B8}$

610

602 → Table 1

Outdoor Work Items	Cost
1. Rip off roof shingles	\$300
2. Resurface and stucco	\$2,000
3. Repair porch damage	\$360
4. Paint porch	\$400
<b>Total</b>	<b>\$3,060</b>

608 →

The itemized cost for the outdoor work items are summarized in Table 1. Note that I substituted different paint for DuPont since it is out of stock.

604 → Table 2

The itemized cost for the indoor work items are summarized in Table 2.

Indoor Work Items	Cost
1. Repaint Cabinets	\$300
2. Plumb sink	\$1,500
3. Tile floor	\$3,700
4. Fix blinds	\$200
5. Reupholster couch	\$400
6. Install hardwood floors	\$2,900
<b>Total</b>	<b>\$9,000</b>

As you requested, the costs of pursuing only the roof and kitchen at this time are summarized in Table 3.

606 →

Big Items Only	Cost
Roof	\$2,300
Kitchen	\$5,500
<b>Total</b>	<b>\$7,800</b>

$\text{=SUM(Table1!B2:Table1!B3)}$

$\text{=SUM(Table2!B2:Table2!B4)}$

Table 3

Thanks, John

*Fig. 6*

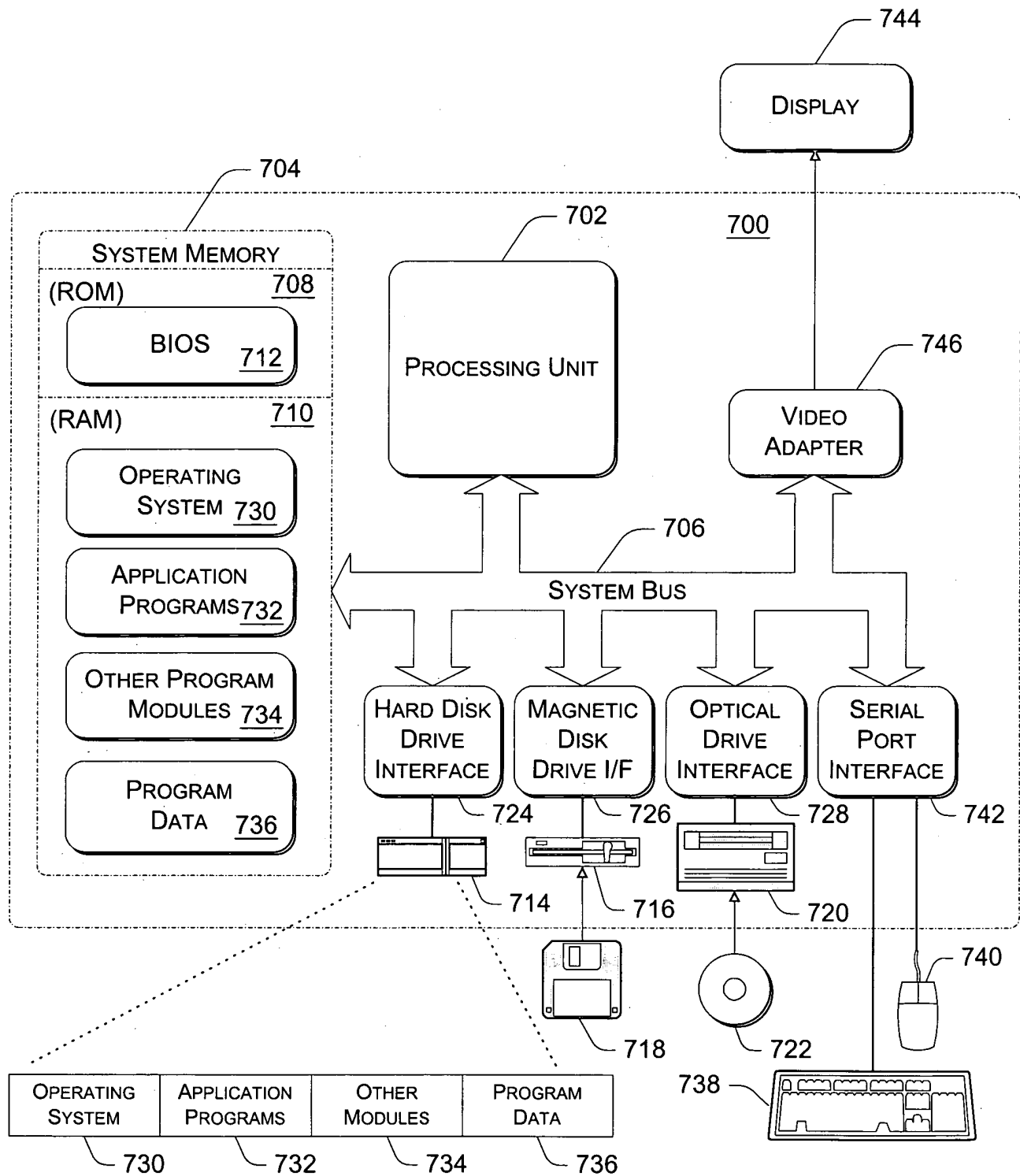


Fig. 7

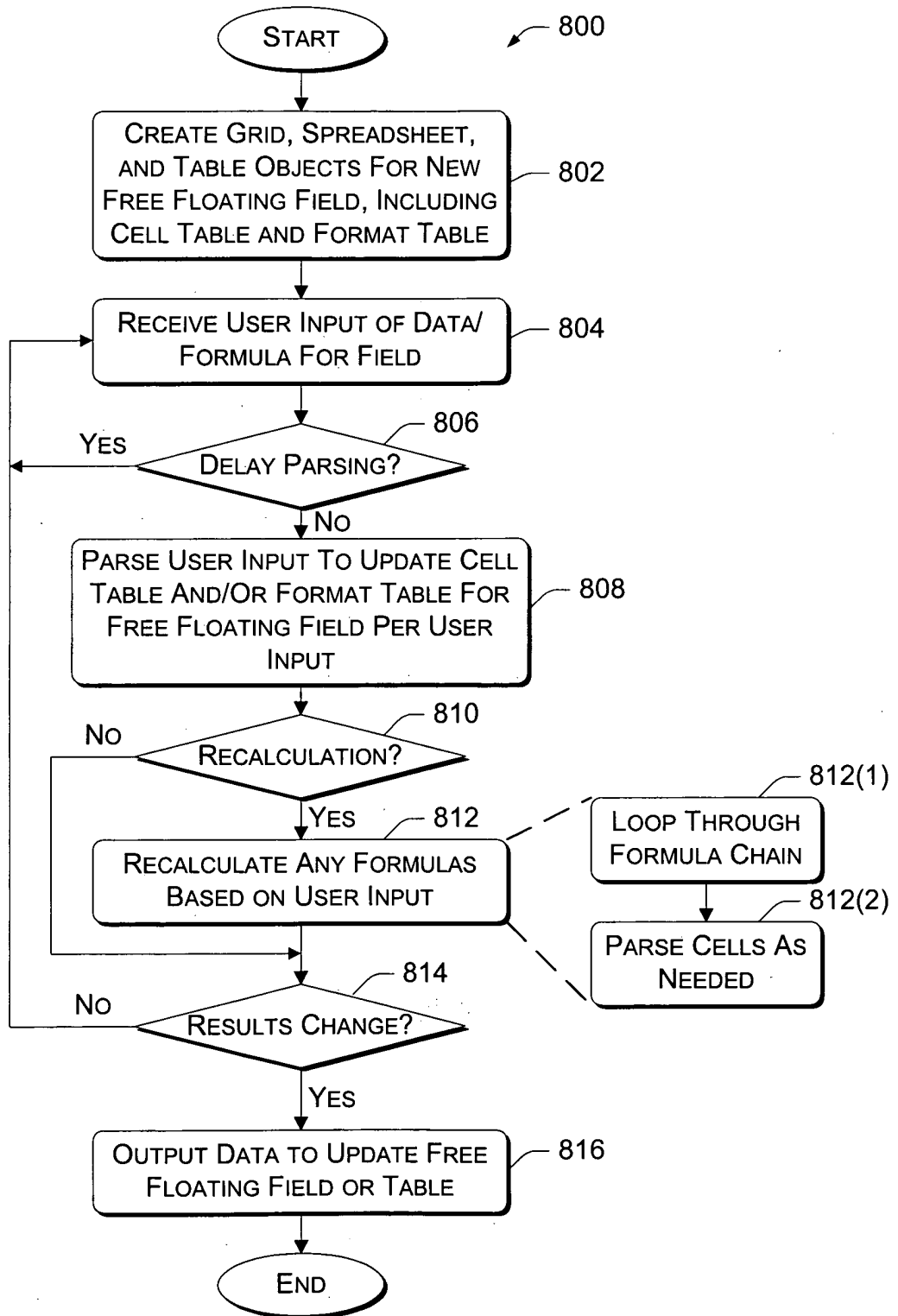


Fig. 8



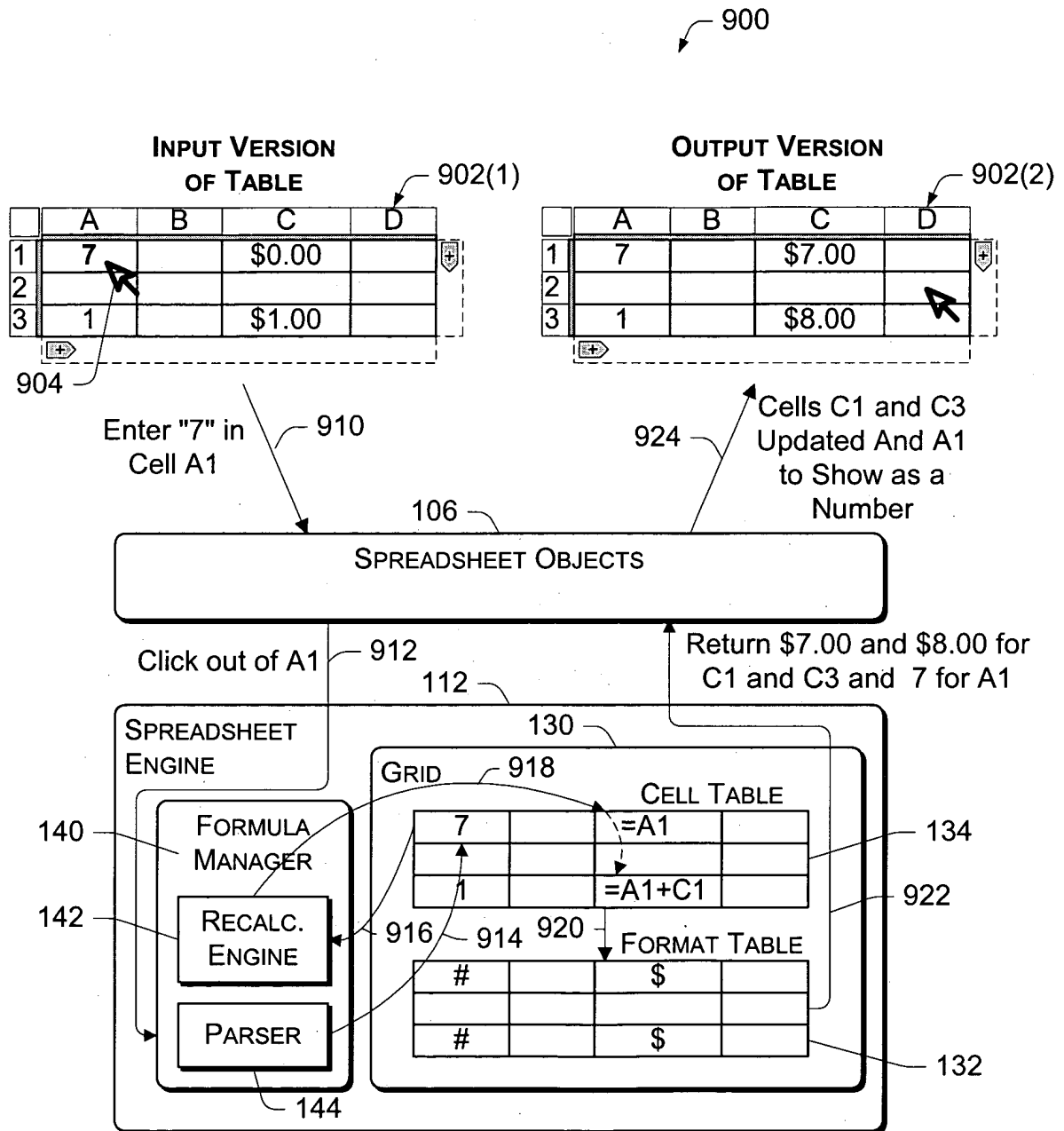


Fig. 9

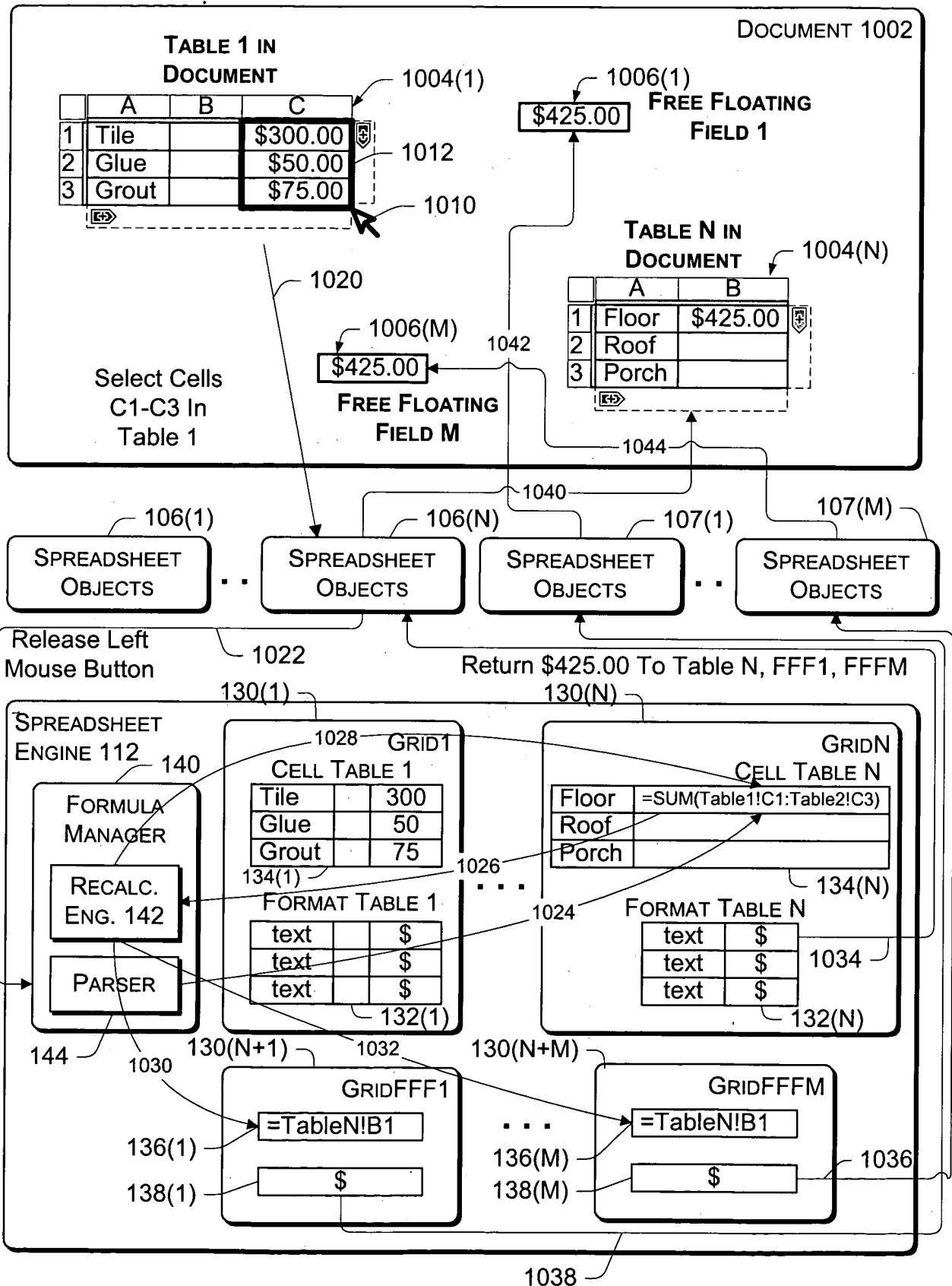


Fig. 10